

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

FOOD INDUSTRY MANAGER

JOB DESCRIPTION

Employees in this job direct the work of professional food industry specialists and support staff. The employee, under general supervision works within general methods and procedures and exercises considerable independent judgment to select proper courses of action. The work requires thorough knowledge of the methods and techniques required to perform professional assignments in a food industry evaluation and regulation program and knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title –Food industry Manager-2

Food Industry Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Food Industry Manager-3

Food Industry Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Food Industry Manager-4

Food Industry Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Supervises subordinate staff in handling assigned cases in a manner consistent with program and department policies and procedures.

Reviews and approves field inspector's actions related to product seizures, prohibition of sales, and issuance of unsanitary notices.

Analyzes program effectiveness, determines program direction, and sets goals.

Prepares and maintains budget plans and accounts for personnel, equipment, and operating costs.

Inspects food handling and processing establishments to determine compliance with sanitation standards.

Inspects food and beverages for safety, purity, wholesomeness, and proper labeling.

Tests weights and measures devices and/or processing equipment for accuracy, proper design, and operation.

Tests size and weight of food and non-food products to ensure accuracy and to detect fraudulent practices.

Plans and directs periodic and/or special investigations, surveys, or projects.

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Oversees investigations, presents evidence, and testifies in court cases related to violations of food and/or animal industry laws.

Reviews and makes recommendations on revisions of food safety and sanitation rules, regulations, laws, etc.

Maintains uniformity of interpretation and enforcement of laws and regulations in the food inspection program.

Explains both verbally and in writing, state food laws to persons involved in the production, processing, handling, and sales of food products.

Oversees efforts to obtain legal documents for initiating legal action against violators of state and federal rules, regulations, and laws governing food industry.

Prepares and submits reports.

Conducts public relations activities concerning division programs as necessary.

Conducts and attends meetings of business, government, and industry in relation to food industry topics.

Travels as required by the work.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

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Establishes methods and procedures for accomplishing desired food industry inspection program goals.

Directs the enforcement of state laws and regulations governing the processing, handling, and marketing of food industry products.

Coordinates the activities of the state's food industry enforcement program with federal programs.

Authorizes and directs the prosecution of violation cases.

Recommends drafts of legislation pertinent to the food industry programs.

Testifies in legislative hearings.

Attends state, regional, and national meetings, delivers speeches, and prepares articles.

Prepares budgets, maintains budgetary controls, and determines purchase of supplies, materials, etc.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-15 levels.

Knowledge of training and supervisory techniques.

Knowledge of equal employment opportunity and affirmative action policies and practices.

Knowledge of employee policies and procedures.

Knowledge of labor relations.

Knowledge of the principles and practices of physical, chemical or biological sciences, sanitary science, or environmental health.

Knowledge of food industry inspection techniques and procedures.

Knowledge of the techniques of collecting and analyzing data.

Knowledge of applicable state and federal food, health and sanitation laws and standards.

Knowledge of the standard practices, processes, tools, equipment, and materials related to the buying, selling, production, processing, handling, and sale of food products.

Knowledge of food inspection techniques and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to direct food industry program activities within the state.

Ability to apply knowledge of food industry program techniques to specific activities and situations.

Ability to determine program needs.

Ability to determine when violations of state and federal rules, regulations, and laws of the food industry exist.

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Ability to gather information for the issuance of warrants, and to follow through by initiating legal action against violators.

Ability to plan and carry out technical food industry program surveys or projects, and to prepare and maintain related reports and records.

Ability to evaluate results of animal health, food program surveys, or projects.

Ability to make recommendations on revision of food industry rules, regulations, laws, etc.

Ability to prepare budgetary plans, records, and accounts in relation to personnel and equipment.

Ability to apply laws, rules, and regulations to the work.

Ability to observe critically and obtain accurate data.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to speak at public meetings.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to travel as required by the work.

Working Conditions

Some jobs require travel.

Physical Requirements

None.

Education

Possession of a bachelor's degree in food science/technology, animal husbandry, dairy production, environmental health, chemistry, veterinary science, biology, microbiology, bacteriology, biochemistry, toxicology; or related field work with 15 term (10 semester) credits of course work in chemistry/bacteriology.

Experience

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Four years of Food/Dairy Industry experience including two years of P11-level professional experience in the Food Division.

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OR

One year of experience equivalent to a Food Industry Field Scientist 12 or Food Industry Specialist 12.

Food Industry Manager 14

Five years of Food/Dairy Industry experience including three years of P11-level professional experience in the Food Division.

OR

Two years of experience equivalent to a Food Industry Field Scientist 12 or Food Industry Specialist 12.

OR

One year of experience equivalent to a Food Industry Manager 13 or Food Industry Specialist 13.

Food Industry Manager 15

Three years of experience equivalent to a Food Industry Field Scientist 12 or Food Industry Specialist 12.

OR

Two years of experience equivalent to a Food Industry Manager 13, or Food Industry Specialist 13.

OR

One year of experience as a Food Industry Manager 14 or Food Industry Specialist 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

| <u>Job Code</u> | <u>Job Code Description</u> |
|------------------------|------------------------------------|
| FOODINMGR | Food Industry Manager |

| <u>Position Title</u> | <u>Position Code</u> | <u>Pay Schedule</u> |
|------------------------------|-----------------------------|----------------------------|
| Food Industry Manager-2 | FOODMGR2 | NERE-107 |
| Food Industry Manager-3 | FOODMGR3 | NERE-108 |
| Food Industry Manager-4 | FOODMGR4 | NERE-109 |

ECP Group 3
Revised 12/11/00
EG/VLWT/MBK/MP/VT